

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Urgent Request for Lump Sum Payment

I hope this letter finds you well. I am writing to formally request the prompt processing of the lump sum payment of [amount] which has been pending since [date].

As per our previous communications and agreements, this payment was due on [original due date], and its delay has caused [briefly explain any inconvenience or issues caused by the delay].

I appreciate your attention to this matter and kindly urge you to expedite the payment process. I believe this will ensure our continued positive working relationship.

Thank you for your prompt attention to this urgent request. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]